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**From:** SCHOOL FINANCE [INBOX]  
**Sent:** Wednesday, August 13, 2008 9:08 AM  
**Subject:** STaR Team SAIS Bulletin No. 3 (FY09)

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Arizona Department of Education  
System Training and Response (STaR) Team  
<http://www.ade.az.gov/schoolfinance/star>

STaR Team SAIS Bulletin No. 3 (FY09) – Essential Information about Obtaining and Using SAIS IDs  
Wednesday, August 13, 2008

Anticipating the upcoming opening of SAIS for Fiscal Year 2009 and the availability of the SAIS ID Number Search on ADE's Common Logon, we would like to take this opportunity to remind LEA personnel of their crucial role in identifying and submitting SAIS IDs.

The following passage is taken from [Essential Information about Obtaining and Using SAIS IDs](#) available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star>.

To minimize the chance that SAIS will assign a second SAIS ID to a student, those who submit data to SAIS are asked to take all necessary steps to identify SAIS IDs for students who are likely to have been assigned one before submitting transactions to SAIS. When enrollment and personal information transactions that do not contain a SAIS ID are submitted, any difference between the submitted demographic information and the demographic information existing in SAIS for a student increases the possibility that a second SAIS ID will be generated and assigned.

It is also important to understand that students who are thought not to have a SAIS ID, such as those who are new to Kindergarten in a particular school or who are transferring from out of state, may actually have one. Under all circumstances, please check records carefully, determine if a student has ever been enrolled in school in Arizona, and follow the steps outlined in [Essential Information about Obtaining and Using SAIS IDs](#) to identify the SAIS ID should one have been assigned.

*Note: At this time, SAIS is scheduled to open to accept data submissions for FY09 during the week of August 18, 2008. E-mail announcing system availability will be sent to those who subscribe to this distribution list shortly after the STaR Team confirms that the Student Detail Data Interchange is open and available for FY09 submissions.*

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*Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star> and click on "Request for SAIS Training and Assistance."*